

Keyport Free Public Library Board of Trustees

Library Board Meeting Minutes

July 13, 2023

Call to Order

Michele Brusca called the meeting to order at 7:00 pm. The meeting was held in person.

Roll Call

Attendees included Leslie Kotzas, Michele Brusca, Erica Hubler, Chris Leising, Ed Carew, Natalie Lawson Smith, and Andrea Block. Rosemary Besrutschko, Lisa Savoia, and Mayor Araneo were absent.

Announcement of Compliance with the Open Public Meetings Law

Michele Brusca provided a reading of the Sunshine Law, as follows: **LET THE MINUTES SHOW THAT ADEQUATE NOTICE OF THIS MEETING AS REQUIRED BY P.L. 1975, CHAPTER 231, HAS BEEN PROVIDED BY THE ANNUAL NOTICE WHICH HAS BEEN POSTED ON THE BULLETIN BOARD, FILED WITH THE ASBURY PARK PRESS AND THE STAR-LEDGER.**

Pledge of Allegiance to the Flag of the United States

The Board recited the Pledge of Allegiance to the Flag of the United States.

Agenda Review

The Board accepted the agenda as presented.

Approve 15 June 2023 Board Meeting Minutes

The motion to approve the 15 June 2023 Board Meeting Minutes (Erica Hubler/Natie Lawson Smith) was accepted by the Board. Andrea Block abstained, and all other members present voted yes.

Director's Report

Leslie Kotzas presented the Director's Report. The salient points of this report are as follows:

Building & Equipment

- The A/C broke down requiring a service call by AA Richards. They recharged the system but noted that, with the system being over 20 years old, compressor and/or air handler replacements would likely be required soon.

The Board discussed the Library's A/C issues and agreed that the Director should pursue repair and replacement options.

- Library volunteer, Tom Hendrickson, has completed many building maintenance tasks.
 - Replaced the door knob on the staff bathroom.
 - Painted the staff bathroom walls

- Put a curtain in the staff bathroom
 - Cut back overgrown hedge behind the building
 - Put a new curtain in the upstairs bathroom
 - Scraped and painted the stair railings on the Broad St. entrance.
- CSS (Complete Security Solutions) came and inspected our fire alarm system and reported that our systems are all working properly.
- Keyport Borough BA put through a purchase order to have the pump in the handicap basement replaced. Apollo has been contacted and scheduled to have the work done.
- The cleaning person and the Director have slowly been cleaning the Children's room carpets with the Library's carpet cleaner.
- The garden planted by Mrs. Maganelli's 7th grade class is growing really well and the food will be donated to the Food Pantry or patrons.
- The clock volunteers were here and started working on the Seth Thomas clock located near the reference desk. They put a new motor with batteries on it and removed George Washington's face. The Library now has one of their clocks functioning.

Collaborations

- Friends of the Library
 - The Director regularly posts about the Museum Passes each month to encourage use as well as posting a sign in the Library.
 - The Director placed Friends applications in both Children's and Adults. The Director accepts the applications and payments, and make sure that the Friends receive the money and applications.
 - The Director collects the mail for the Friends and makes sure they receive it.
 - The Director helped the Friends with the book sale by doing the following:
 - Accepted and sorted books so that quality items were available for purchase (April – June),
 - Cleaned the shed out so there would be useable storage space,
 - Posted on social media that the Library was accepting donations,
 - Shared Friends' social media posts,
 - Took calls and answered patron questions about the sale on a daily basis,
 - Facilitated Sue Tibbetts getting in contact with the Friends to donate proceeds from the sale of Elizabeth Walling's jewelry,
 - Purchased new tables and set up the tables the day before the sale,
 - After the sale, sorted through the books to recycle or send to Better World Books so that old books are left over, clogging up the next sale.
- Historical Society
 - Made fliers for the past 3 programs, promoted them on social media, and helped facilitated the program at the Library.

Finance

- Per the revised Trustee By-Laws the Board President and Vice President needed to be added to the bank account as signers. This required a visit to Santander Bank and all those on the bank account already needed to attend. As a result, Michele Brusca and Erica Hubler can now sign checks.
- The next and last payment from the Borough came through Purchase Order. It has been deposited into our operating budget. It is \$80,000.

Personnel & Policy

- The Personnel & Policy Committee met to review the new policies that were required by the revised Trustee By-Laws.

- Patron Complaint Form for review.
 - Collection Development Policy for review.
- There are currently 4 adult volunteers signed up and 3 teen volunteers.

Programs

- Summer Reading Kick-off was a huge success with over 100 people who visited the Library that day. There were 45 kids and teens registered that day. There are currently 72 kids signed up.
- The Storywalk has been very popular and has gotten a lot of praise. There were 2 panels replaced because they went missing. Trustee Andrea Block has been volunteering to help with it. Andrea put the panels together and has been monitoring it along with the Director. The next book has been selected, *What Can You Do With A Rock* by Pat Zietlow Miller which will go up mid July.
- Highlighted programs for July:
 - Gingerbread Beach House Contest - July 10-July 22
 - Stuffed Animal Storytime – Saturday, July 22 at 11am.

Treasurer's Report

Rose Besrutschko presented the Treasurer's report to the Board prior to the meeting. No further discussion was required.

Review of Bills & Action to Pay Bills

The motion to pay June 2023 bills (Ed Carew/Andrea Block), with the addition of the bill for the emergency A/C repair by AA Richards, was accepted by the Board. All members present voted yes.

Committee Reports

- ☐ Personnel and Policy – The Personnel and Policy Committee met and reviewed proposed policies for Patron Complaint Reporting and Collection Development, as reported in the Director's Report above.
- ☐ Buildings and Grounds – Did not meet
- ☐ Finance - Did not meet
- ☐ Friends of the Library – Did not meet.

Unfinished Business

The proposed Shared Services Agreement (SSA) is expected to be reviewed with the Borough's Business Administrator at a future date.

New Business

The Patron Complaint Form and Collection Development Policy document should be reviewed by Board members in preparation for a vote on approval at the next Board meeting.

A Resolution to allow hybrid Board meetings (in-person combined with Zoom virtual capabilities) was discussed. The group agreed to consider a hybrid arrangement for Board member Zoom participation only, with all Zoom participant cameras turned on. This will be discussed further at the next meeting and potentially voted on.



Development of a vendor payment policy will be discussed with the Friends at a separate meeting on July 26, 2023.

No Trustee Check-In occurred this month.

Public Portion

The motion to open the meeting to public comments (Michele Brusca/Erica Hubler) was approved by all at 8:02 pm. No members of the public were present. The motion to close the public portion of the meeting (Michele Brusca/Erica Hubler) was made at 8:02 pm and approved by all present.

Announcements

The next monthly meeting was confirmed: August 10, 2023, at 7:00 p.m. This meeting will be in-person only.

Adjournment

A motion was made to adjourn this meeting (Michele Brusca/Erica Hubler), and the Board unanimously agreed. The meeting was adjourned at 8:11 pm.